

“YOU’RE HIRED” ©



—YOUR—

ultimate guide to creative

Cover-Letters ©



Mission Statement

We will provide our clients with the highest quality

- **creative résumé guidelines,**
- **cover-letter formats,**
- **interviewing skills techniques,**
- **career coaching guidance, and**
- **job-leads sourcing.**

Our mission is to provide timely, positive, and targeted published information, plus templates and/or materials, or assistance focusing particularly on: creative résumé writing, effective interviewing skills, attention grabbing cover-letters, credible job-lead ideas, effective techniques for job-searching, and other relevant job-getting, career coaching, “tips” that might lead to job interviews and finally, a job offer.

A Commitment To Our Clients

We are committed to career continually provide our clients with the latest developments, findings, and computer trends, relating to -information services. Our goal: to support this plan with continuous research and evaluation of strategies gathered from current human-resource and personnel management resources.

Web-site Security Statement

Any and all data provided to this web-site will be used for the exclusive use of this site. Never will it be sold, given, or shared with any other web-site, interest, business, vendor, vendors, person, or persons, ever.

“YOU’RE HIRED”

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About Cover-Letters

Why should I use Cover-Letters?

- *Cover-letters provide a means of adding more information, BEYOND the résumé itself.*
- *A cover-letter allows you to clearly define your Job Objective.*
- *Using a cover-letter is generally recommended by professional career coaches.*
- *Often a cover-letter is absolutely a necessary part of your job search.*
- *Use cover-letters for direct solicitation, when you do not even know if a job is available.*

Your Goal:

To present the strongest possible impression, of your interest in *THEIR* needs. These points are true regardless of your career orientation, or the type of job you are pursuing. Cover letters are needed for the following types of situations:

- **Advertisement Responses**,
- **Advertisement Responses**, (with extra bullet-points, like an mini, 2nd résumé)
- **Referral Letters**,
- **Direct Solicitation** (when you do not know if a position even exists),
- **Employment Agencies**,
- **Salary History Questions**,
- **Relocating Response Letters**, (meaning you are moving to their area)
- **Late Responses**,
- **E-mail Cover-Letters**,
- **Follow-up Letters**,
- **Internship Letters**, (Standard Format)
- **Thank You Letters** (sent to just one person)
- **Thank, But “No Thanks” Letters**, and
- **Job Hot-Line Responses**.

How do I write them—what do I say?

Go to [“Products”](#) to order and click on [Cover-Letters Workbook](#). This package has 15 different cover-letter templates, plus guidelines for creating and personalizing your own letters. Instead of wondering what to say you will simply use your templates over and over, ONLY making changes for job titles and maybe the source of the job-ad.

Where can job-leads for sending cover-letters and a résumé to?

Go to [“Products”](#) to order and click on [Job-leads “Treasure Chest”](#). These are listing, of sources, where you can find thousands of organizations, companies, and agencies named. Generally such data includes: an overview of their business, number of employees, annual revenue figures, whether local, nationwide, or global, and often more, data is provided. BUT, most importantly, they list, at least, one manager’s name—and often more. Using this information you can use a *Direct Solicitation* letter, when you do NOT even know if a job is available. You send this letter and your résumé directly to a manager, by name, a **dynamic means of getting attention**.

Thank You

For reviewing the “Cover-Letters” workbook

To order this comprehensive do-it-yourself (DIY) workbook,
click on “[Products](#)” then *Cover-Letters Workbook*.

you may wish to consider using other
Resume Winners.com
workbooks
in the
“YOUR HIRED”
Series

Check out all the “[Products](#)”
Including: Your ultimate do-it-yourself (DIY) guide to creative...

- *Résumés*
- *Cover-Letters*
- *Job-Leads – “Treasure Chest”*
- *Job-Interviewing*
- *Job-Seeker’s “Tool-Box”*
- *Your Hired Kid—résumés for 14-19 year old youth (teens, teenagers)*

—PLUS—

Check out all of the FREE information and guidance
by clicking on “[Free Stuff](#)”

For example the incredibly informative “[FAQs](#)”
or check out “[About Us](#)” and/or the “[You’re Hired](#)” *Series*
to learn about other useful materials available for
your job-search.